



Reintegration Checklist Military Service Members

The Reintegration Checklist for Military Service Members, assist members with the post deployment and reintegration into civilian employment at the Department of Veterans Affairs (VA). The actions taken will vary and depend on your personal circumstances as well as the length and location of your military duty. For more details, see the Reintegration section of the *VA Deployment Lifecycle Guide for Military Service Members* on the *VA for Vets* website (<http://www.vaforvets.gov>).

Directions: Complete each activity on this checklist. Place a check mark in the box provided next to the activity when completed.

1. Complete VA check-in with:

- Your Supervisor and Human Resources (HR) on the:
 - o Return to duty date at
 - o Intent to use your 14 - 90 day USERRA return to duty rights, if applicable
 - o Five days of authorized absence, if applicable

- HR professional
 - o Provide a copy of DD 214 (Copy 4) to HR
 - o Discuss health insurance benefits e.g., reinstatement of health insurance, electing health insurance once TRICARE ends
 - o Update Veteran status and preference if necessary
 - o Contact work life benefit counselor to discuss TSP make up contributions, military deposit, etc.

- Contact local D&R Regional Manager
 - o Return to duty date at VA

2. Seek reintegration support (optional)

- VA Employee Assistance Program (EAP)(800-222-0364 or TDD 888-262-7848)
- Military OneSource (<http://www.MilitaryOneSource.com>)
- AfterDeployment.org (<http://www.AfterDeployment.org>)
- Yellow Ribbon (<http://www.YellowRibbon.mil>)
- Veterans Crisis Line: 1-800-273-8255 or send a text message to 838255